

Community Management Board Meeting Minutes
For the meeting of 9 May 2001

Agenda

1. CIO Community Management Plan Briefing
 - CM Plan Template
2. PW Community Brief

Meeting Minutes

1. Meeting opened with the Vice Commander --
The Vice discussed accelerating the roll-out of CM Plans throughout the Command.
2. Director, Engineering Resources Group then made remarks:
 - CIO is the first to brief their CM Plan using the template developed by Community Management. Our goal is to provide a complete plan to show other Community Managers.
 - CIO CM Plan is being used as the example for other CM Plans.
 - When reviewing the CIO plan, review it from a macro level; think structure and vision.
 - Public Works is also briefing today to reconcile their community; white collar and wage grade.
 - Public Works will provide a briefing that makes recommendations on who should be the Community Manager for functions within the Centers.
3. Deputy CIO presented the CIO Community Management Plan.
 - There was consensus around the table on the approval of the CIO CM Plan. In addition, the Board accepted the template distributed by the CM staff for use on all the plans.
4. Deputy Director of Public Works presented the PW community briefing.
Items discussed during the briefing include:
 - There will be “one voice” for all NAVFAC facilities engineers; not uniqueness.
 - Discussion of the PW series and who will serve as the community managers of those series.
 - The challenge of succession planning for the Business Manager function.
 - Discussion of series versus function and how to integrate into various communities.
 - Discussion with regards to series that do not have mandatory educational requirements.
 - PW business line should be integrating human resources requirements into other communities.
 - We need to take a macro view of PW business lines and how they interface with the other communities.
5. Director, Community Management commented on:
 - How the CIO CM Plan would be placed on the CM website and used in conjunction with Oracle HR.
 - Discussion of the CM “What’s New” section of the website.

- Current status of intern hiring and how Community Managers should assist the Business Line Leaders with forecasting the future workforce and determining the entry-level, professional requirements for intern hiring.

6. Director, Engineering Resource Group listed future agenda items:

Approval of additional CM Plans.

Tracking CM process

CM communication process

Mentoring

Recruitment, Retention and Relocation bonuses

Reconcile Series

Actions:

CM Manager to continue developing their CM plans.

CM Managers to provide a POAM for developing their plans and loading the competencies.

Taskers:

DCPP to have Headquarters survey team review the mentoring program plan.

CM Directorate to do a pull on all “catch- all” series to see what functions they are performing.

CM Directorate to distribute a POA&M template for use by each of the Community Managers.

Future meetings (tentative)

25 May Leadership Competencies and Review POAM's

4 June Environmental CM Plan and Standup of a BDD community

The Vice adjourned the meeting at 1515.

Associate Director, Community Management